



**The South Indian Association's  
The S.I.A. College of Higher Education**

(Affiliated to University of Mumbai)

Accredited 'B+' by NAAC

P-88, MIDC Residential Area, Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East) -421203

Tel. No: 02512449891/92/93

Website: [www.thesiacollege.com](http://www.thesiacollege.com)

Email ID: [office@thesiacollege.com](mailto:office@thesiacollege.com)

[sia.iqac@gmail.com](mailto:sia.iqac@gmail.com)

Internal Quality Assurance Cell (IQAC)

**Annual Quality Assurance Report (AQAR)  
(2018-19)**

Submitted to



**National Assessment and Accreditation Council**

An Autonomous Institution of the University Grants Commission

**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

**विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान**

P. O. Box. No. 1075, Opp: NLSIU,  
Nagarbhavi, Bangalore - 560 072 India



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		THE S.I.A. COLLEGE OF HIGHER EDUCATION
Name of the head of the Institution		DR.PADMAJA ARVIND
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		09323786842
Mobile no.		9323786842
Registered Email		principal@thesiacollege.com
Alternate Email		office@thesiacollege.com
Address		P- 88 MIDC residential area,Dombivli Gymkhana Road ,Naer Balaji Mandir,Dombivli ( East)-421203
City/Town		Dombivli
State/UT		Maharashtra
Pincode		421203

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Ranjana Mhalgi			
Phone no/Alternate Phone no.		09820981163			
Mobile no.		9820981163			
Registered Email		sia.iqac@gmail.com			
Alternate Email		rjmhalgi@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.thesiacollege.com/AOAR2017-18.pdf">http://www.thesiacollege.com/AOAR2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://thesiacollege.com/calender_18_19.pdf">http://thesiacollege.com/calender_18_19.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.54	2016	05-Nov-2016	05-Nov-2021
<b>6. Date of Establishment of IQAC</b>			27-Apr-2015		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Internal Audit	24-Jul-2019 7	40
wokshop on communiation skill	09-Jul-2018 1	5
Workshop on Enhancing Teaching skills and methods for the faculty members	09-Jul-2018 2	23
Faculty orientation on NAAC NEW GUIDELINES	28-Jul-2018 2	23
Criteriwise orientation of Staff Member	29-Aug-2018 1	20
New NAAC Criteria Guidance Workshop	24-Nov-2018 2	24
LMS Training	07-Dec-2018 7	22
IPR WORKSHOP	30-Jan-2019 1	35
Two Day National Workshop on Revised NAAC Guidelines	01-Feb-2019 2	51
Workshop on Documentation of office records	23-Feb-2019 1	5
workshop on SMART CLASS OF IIT Bombay	20-Apr-2019 1	20
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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<p>1) Workshops &amp; FDP organized for teaching faculty members relating to teaching Learning and NAAC RAF. 2)Empower administrative staff for digitization process : workshops were organised by college related to soft skills ,digitisation of records. 3) MOU Signed: The college became the Lead College under IQAC Cluster -India with 15 colleges signing MOU. 4)Feedback Analysis : Curriculum related feedback from all stakeholders (students ,parents ,alumni, employers ,teachers) was obtained. Other feedback relating to faculty , facilities and support ,infrastructure ,library ,office etc. was obtained .Feedback analysis is done. 5) Initiated Best Practices : • Empowering students for making right career choices • Community Centeredness</p>	
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<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>	
Plan of Action	Achivements/Outcomes
File uploaded	file uploaded
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
Name of Statutory Body	Meeting Date
Standing Committee of the College	18-Nov-2019
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	09-Jan-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<ul style="list-style-type: none"> <li>• The IQAC has MIS reporting system which collects information from all departments and committees in the areas of academic programs, certificate courses, all college activities, achievements of staff and students, extension, research, collaborative work, seminars and workshops organized for staff and students, financial assistance given to students etc. The department and committee heads submit their monthly activity report along with documentary evidences and photographs. A standard format of data collection is devised for systematic collection of information and the same submitted to IQAC. The data and reports for admission ,attendance, examination ,library is generated through MIS. • The following In house software applications were developed by faculty members and students for smooth running of MIS in 201819 1. Feedback module 2. Teachers Data module 3. Attendance module 4. SIAGranthalaya -Web App v2.0 5. SIA Athenaeum -Web App v 1.0(For Physiotherapy College). All the above modules are currently used for MIS.</li> </ul>
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**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• Syllabus is given by the University in modular form and credit based and the same is followed. The institution provides a) Core Subjects b) Elective options as per University syllabus. • Academic calendar, Teaching plans, time tables for each programme is prepared by each department. It is displayed on notice board and College Website. • Teachers are informed about their workload and courses for next academic year and are expected to execute their course deliverables as mentioned in Teaching plan. Teachers refer to the standard reference books prescribed by University along with latest information available through online and other resources for effective implementation of curriculum. • Head of the Departments conduct periodical meetings to evaluate the progress of syllabus coverage through and undertake the remedial steps wherever needed. • Teachers are encouraged to implement innovative teaching methods, such as lecture method, role play, group discussion, power point presentation, assignments, audio visuals, case study, LMS and tutorials to ensure effective curriculum delivery • Feedback by external examiners, moderators and visiting faculty from industry also help the institution in effective curriculum delivery • Curriculum related to field of specialization are taken care by visiting faculty from industry

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
BFSI BDE	NIL	08/12/2018	50	Employability	Communication, Sales Aptitude, Customer Service
TATA RETAIL Sales Associate	NIL	06/03/2019	65	Employability	Sales and Service
ASP .NET short term course	NIL	25/04/2019	10	Employability	Skill development
PHP MYSQL short term course	NIL	22/04/2019	10	Employability	Skill development
NPTEL Online Courses	NIL	15/07/2018	120	Employability	Skill development
Campus to Corporate by IIT Bombay	NIL	06/09/2018	180	Employability	Skill development
Google Online courses	NIL	01/03/2019	30	Employability	Skill development

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Information Technology	15/06/2018
BA	Bachelor of Mass Media	15/06/2018
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Commerce	01/06/2018
BCom	Banking and Insurance	01/06/2018
BMS	Management Studies	01/06/2018
BSc	Information Technology	01/06/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	196	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Campus to corporate Readiness Programme	18/06/2018	704
Barclays Bank Soft Skill Development Training	05/07/2018	183
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Field Projects- Foundation Course for FY B Com Sem I	253
BCom	Field Projects- Foundation Course for FY B Com Sem II	228
BCom	Field Projects- Foundation Course for FY B.Com(Banking & Insurance,) SEM I	87
BCom	Field Projects- Foundation Course for FY B.Com(Banking & Insurance,) SEM II	81
BMS	Field Projects- Foundation Course for FY BMS SEM I	117
BMS	Field Projects- Foundation Course for FY BMS SEM II	113
BCom	Field Projects for TY B.Com( B&I)Semester VI	60
BMS	Field Projects for TY,BMS Semester VI	33
BMS	Internships	30
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The institution collects feedback on curriculum and courses, infrastructure, support facilities, administration from different stakeholders such as



students, parents, teachers, employers and alumni. The feedback committee of the college has designed feedback forms to collect the data from each stakeholder. When the feedback is collected, it is analysed and suggestions given were considered and the necessary actions were executed to enhance the institutional quality. 1) CURRICULUM FEEDBACK: The curriculum feedback has taken and analysed from student, parents, teachers and employers. • Objective: To understand the current scenario of the curriculum and the practical applications to identify industry academia gap from Parents, Employers, students, alumni and teachers. • Responses : Students:54 Faculty:22 Parents:13Employers:08Alumni:155 • Findings : a) Students ? The course has to stimulate student's interest and thought on the subject area and should contain more practical applications. b) Faculty ? Syllabus need to be made more practical oriented as per the requirement of labour market. Certain recent topics need to be added and students should be given hands on training c) Parents ? Curriculum should be more practical oriented d) Employers ? Curriculum should reach the industry requirement and to reduce the gap between industry requirement and curriculum implementation. e) Alumni ? Syllabus should be updated as per industry expectation and should be useful for subject domain skill enhancement 2) LIBRARY: • Objective: To develop and manage the library resources effectively • Responses :643 • Findings: The availability of library services and facilities should be advanced. 3) Infrastructure: a) Canteen • Objective: To create an attractive and diverse menu • Responses : 645 • Findings: The quality ,quantity and cost of the food items have to be rated and maintained properly b) Gymkhana • Objective :To encourage more outdoor games • Responses :644 • Findings: sports requirements have to be considered c) Classroom • Objective :To understand the level of satisfaction regarding classroom environment • Responses :644 • Findings: Rating is satisfactory. Allotment of classroom and timely availability of projector. d) Laboratory • Objective :To identify the condition and quality of hardware and software • Responses :630 • Findings: Laboratory maintenance schedule has to be properly maintained e) Others • Objective :To ensure the safety and security within the campus • Responses :640 • Findings: Washroom cleaning schedule should be according to the convenience of the students 4) Principal: • Objective: To understand the cordial relationship with the students. • Responses : 598 • Findings: Rating is Excellent 5) Administration: • Objective: To understand the support provided by the office for the documentation and information. • Responses : 598 • Findings : Rating is Very good

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accountancy	410	521	263
BCom	Banking and Insurance	138	97	87
BMS	Management Studies	138	132	124
BSc	Information Technology	138	137	83
BA	Bachelor of Mass Media	60	34	34
MSc	Information Technology	20	8	8

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1342	8	28	0	7

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
28	8	2	15	0	3

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The process of Mentoring is an individualized form of counselling and guidance of the students. Mentors meet their students and guide them in academic and extracurricular activities. They also provide advice relating to specialization subject selection, career guidance and personal problems. The IQAC had taken the initiative of implementing the mentoring process of students. Each class is assigned a teachermentor who would perform mentoring duties. Mentors keeps the records in the Mentoring forms which includes class tests, monthly attendance records, etc. After collecting all necessary information, Mentors are expected to offer guidance and counsel students individually or in groups. Studentmentorship has the following aims: i) To enhance teacherstudent relationship ii) To enhance students' academic performance and attendance iii) To identify and understand the status of slow learners and encourage advanced learners Responsibilities of the Mentor: • Class teacher acts as the mentor of the class. • Meets the group of students at least twice per semester. • Continuously monitors, counsels, guides and motivates the students in all academic matters. • Contacts parents if situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc. • Advises students in their career development/professional guidance. • Intimates HOD and suggest if any administrative action is called for. • Maintains a detail progressive record of the student. • Motivate Students for Higher Studies and entrepreneurship

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1350	27	1 : 50

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	9	17	20	0

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2018	Dr. Padmaja Arvind (Institutional Level)	Principal(in-charge)	Academic Excellence Award( Swayam Siddhi college of Management Research )
2018	Dr. Padmaja Arvind (Institutional Level)	Principal(in-charge)	Women Educationist Award (Higher Education FORUM )
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The college follows the continuous internal evaluation system as prescribed by the University of Mumbai for the programmes. • Under the Choice Based Credit System, 25 marks are allotted for internal assessment. • In addition to the university prescribed modalities, the college has introduced a number of initiatives to ensure continuous evaluation of students. a) Quiz conducted to test the conceptual knowledge of the student. b) Class tests conducted by the subject teacher on a periodic basis. c) Prelims are conducted before the term end exams. d) Classroom discussions and interaction. e) Assignments Objectives outcomes of CIE: • The continuous internal evaluation aims to improve student engagement in the class room learning. • Group and collaborative projects helps the students to develop management skills. • The teacher gets to know the effectiveness of his/her teaching methodology. Continuous internal evaluation is an excellent tool of selfevaluation for the student and feedback for the teacher. • The consistent progress of a student can be measured through continuous internal evaluation. It gives an opportunity to the students to perform better in academics.Also this helps in identifying slow and advanced learners. • Continuous internal evaluation ensures timely remedial measures for improvement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The college is affiliated to University of Mumbai and hence the pattern prescribed by the University is strictly followed. The University provides an academic calendar that specifies the date of commencement and end of the classes for each semester along with the working days and list of Government holidays. Based on the norms set by the University, the Principal and the exam committee decides internal examination dates, and the dates for other academic and cocurricular activities. • The time table for examination is provided to students well in advance The exam is conducted as per the university norms. Strict vigilance is kept during the exam and copy cases, if any are reported to Unfair Means Inquiry Committee. • The papers are assessed and moderated by the teachers as per the solution set given by the University. Good care is taken during the result validation process ensuring that the ordinances defined by the university are applied to the learners, and the students of NSS, DLLE

,Sports and Divyang are given their privilege. • The results are declared in time and examination grievance mechanism is in place. • Unfair means Inquiry committee comprising of a lawyer, Unfair Inquiry committee members addresses the copy cases and the decision is conveyed to students and their parents.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://thesiacollege.com/courses.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UBCOM	BCom	Accountancy	142	87	61
UBCOM	BCom	Banking & Insurance	62	59	95
USIT	BSc	Information Technology	58	50	86
PSIT	MSc	Information technology	8	7	87
UBMS	BMS	Management Studies	55	49	89
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://thesiacollege.com/FEEDBACK-%202018-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	IPR CELL	30/01/2019
Guest Lecture on An overview of Insurance Sector and Employment Opportunities	IndustryAcademia	23/06/2018

Financial Literacy Session	IndustryAcademia	14/07/2018
Guest Lecture on JAVA: its use in Software Development	IndustryAcademia	14/07/2018
Career guidance Latest Technologies in the field of IT	IndustryAcademia	26/07/2018
Career Guidance seminar on Entrepreneurship	IndustryAcademia	28/07/2018
Guidance for CET and CAT	IndustryAcademia	07/08/2018
Industry Expert Lecture on Android application	IndustryAcademia	22/09/2018
Aptitude Test Preparation	IndustryAcademia	08/12/2018
Employability skills BFSI BDE	IndustryAcademia	10/12/2018
Guidance on Cracking Competitive exams	IndustryAcademia	06/12/2018
Two day Android Workshop	Industry Academia	10/12/2018
Career as a company Secretary(ICSI)	Industry Academia	23/01/2019
Scaling Organisation Ladder through Behaviour	Industry Academia	30/01/2019
Career guidanceNSE (BFSI)	Industry Academia	08/02/2019
Career guidance in Entrepreneurship	Industry Academia	23/02/2019
Career guidance session from Higher education	Industry Academia	12/02/2019
Career Guidance lecture on Management education	Industry Academia	21/02/2019
Guidance lecture on CET and MMS	Industry Academia	10/01/2019
Session on Aptitude Test	Industry Academia	15/10/2019
Talk on Career in Banking	Industry Academia	29/08/2019

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/06/2018	NIL
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/06/2019
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### 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

## 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

## 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Department of Banking and Insurance	3	10.11
International	Department of Banking and Insurance	2	6.43
International	Department of Information Technology and Mathematics	2	1.63
International	Department of Management studies and Economics	5	4.42
National	Department of Management studies and Economics	1	1.1

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## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Information Technology and Mathematics	2
Department of Management studies Economics	4

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## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0

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## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as
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					excluding self citation	mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	26	6	106
Presented papers	8	6	0	0
Resource persons	0	3	0	11

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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			

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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Details in Excel file	Details in Excel file	Details in Excel file	90

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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				

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### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0

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#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
NIL	NIL	NIL	01/07/2018	30/06/2019	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
TATA Strive Techno serve	21/01/2019	To place students in BFSI sector	84
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4673100	3889527

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SIA Granthalaya	Fully	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7739	841708	2143	303957	9882	1145665
Reference Books	1756	761258	249	112178	2005	873436



e-Books	53	0	5	0	58	0
Journals	40	230622	0	47323	40	277945
e-Journals	1	0	0	0	1	0
CD & Video	149	0	12	0	161	0
Weeding (hard & soft)	0	0	1187	184614	1187	184614

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Tejaswini Shivsharan	Embedded System	Gnomio.com	07/01/2019
Sandhya Thakkar	C Programming	Gnomio.com/NMEICT	17/10/2018
Booma Halpeth	Business Planning and Entrepreneurship Management	Gnomio.com/NMEICT	17/06/2018
Booma Halpeth	Principles of Marketing	Gnomio.com	13/12/2018
Pranjalee Kurundkar	Numerical and Statistical Method	Gnomio.com	03/01/2019
Pranjalee Kurundkar	Mathematical and Statistics 2	Gnomio.com	03/01/2019
Sreekala Nair	Computer Oriented Statistical Technique	Gnomio.com	03/01/2019
Sreekala Nair	Mathematical and Statistics 2	Gnomio.com	03/01/2019
Sandhya Pandey	Object Oriented Programming	Gnomio.com	03/01/2019
Sandhya Pandey	Principles of Geographic Information Systems	Gnomio.com	03/01/2019
Sandhya Pandey	Cloud Computing and Ubiquitous System	Gnomio.com	04/02/2019
Tejaswini Shivsharan	Microprocessor Architecture	Gnomio.com	07/01/2019
Sandhya Thakkar	Data Structures	Gnomio.com	07/01/2019
Deepika Iyer	Principles of Management	Google Groups	15/02/2019
Manju Sasikumar	Principles of Marketing	Google Groups	07/03/2019

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### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	104	2	1	3	3	8	5	15	15
Added	37	1	0	1	1	0	0	0	18
<b>Total</b>	<b>141</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>5</b>	<b>15</b>	<b>33</b>

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

15 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
GNOMIO.COM	<a href="https://tejaswinis.gnomio.com/">https://tejaswinis.gnomio.com/</a>
GNOMIO.COM	<a href="https://sreekalanair.gnomio.com/">https://sreekalanair.gnomio.com/</a>
GNOMIO.COM	<a href="https://boomahalpethsclass.gnomio.com/">https://boomahalpethsclass.gnomio.com/</a>
GNOMIO.COM	<a href="https://sandhya24.gnomio.com/">https://sandhya24.gnomio.com/</a>
GNOMIO (NMEICT)	<a href="https://oerspp2018.gnomio.com">oerspp2018.gnomio.com</a>
GOOGLE GROUP	<a href="mailto:sia-bmm2018-19@googlegroups.com">sia-bmm2018-19@googlegroups.com</a>
GNOMIO.COM	<a href="https://mathematicalandstatistics2.gnomio.com/">https://mathematicalandstatistics2.gnomio.com/</a>
GNOMIO.COM	<a href="https://sandhyapandey.gnomio.com/">https://sandhyapandey.gnomio.com/</a>

### 4.4 – Maintenance of Campus Infrastructure

#### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
266400	270350	3958500	4515855

#### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedure and policies for Physical, academic and support facilities - The "Infrastructure and Maintenance Committee" of the college recommends and places the proposals for various infrastructure facilities before CDC (College Development Committee) for their approval. Laboratory: • Half Yearly Preventive Maintenance of all computers is done by Laboratory Administrator. • Laboratory Administrator also solves IT related complaints (Computer, internet and printer). • Half Yearly Preventive Maintenance of 8085 Microprocessor kits and yearly purchasing ICs and other components for electronic laboratory. Library: • Physical verification of the library stocks is carried out to identify the losses, identifying misplaced and mutilated documents that need repair or to weed out from the library collection. • Weeding out of outdated and unwanted publication done on yearly basis. • Library is having 10 computers with

internet facility. Half yearly preventive maintenance is done with the help of IT support team. • Photocopy machine is available on rental basis. Maintenance is done whenever required on call basis. Sports (Gymkhana): • Sports equipment issue register is maintained. • Infrastructure and maintenance Committee” looks after replacement of equipment recommended by Sport Incharge. Computers: • Old Computer repair and maintenance done by Laboratory Administrator. • For computers under warranty, Vendor visits the college on call basis as per requirement. • Firewall used for internet traffic filtering. • Antivirus is updated automatically from server which is renewed on regular interval. • External devices automatically scanned when it gets connected to the computers. Classrooms: • All 15 classrooms are equipped with wall mounted projectors and Screen. Projectors are under AMC. • 8 classrooms are equipped with LAN connectivity and maintained by Laboratory Administrator. • A contract is given to Housekeeping agency for cleaning, maintenance of campus and infrastructure.

<http://thesiacollege.com/Procedure%20and%20policies.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Government of India other sources	24	136692
b) International	NIL	0	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Corporate readiness programme	18/06/2018	704	Mindflex Solutions
Certification in BFSI BDI	10/12/2018	84	TATATEchnoServe
Certification in Retail Sales Associate	06/03/2019	22	TATA Strive
Barclays Soft Skill training	05/07/2018	183	Barclays Bank
Campus to Corporate	06/09/2018	42	IIT Bombay

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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

		examination	counseling activities		
2018	guidance for competitive examinations and career counselling	474	1317	0	60
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
22	22	40

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	Banks Financial Services organisations	239	65
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	4
Any Other	16
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
cultural	college	123
Sportsc	college	200
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## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international

level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Bronze Medal in 31st Senior Tug of War National Championships	National	1	0	IF 17020	Rohit Kadam
2018	Silver Medal in 31st Senior Tug of War National Championships	National	1	0	MF 17044	Pratiksha Shinde
2018	Silver in 31st Senior Tug of war national championships	National	1	0	IF17048	Sara Raool
2018	Silver in 31st Senior Tug of War national championships	National	1	0	BF18040	Trishika shetty
2018	Bronze Medal in All India Inter University Tug of War Tournament	National	1	0	IF18029	Vaishnavi Tawade
2018	Bronze Medal in All India Inter University Tug of War Tournament	National	1	0	BF18040	Trishika shetty
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council is the student welfare body that focuses on organising various events and activities to inculcate team spirit, leadership qualities

and values among the students. The council organises festivals such as Gurupoornima, Onam, Pongal, Kargil Vijay Diwas and also various literary activities. The council comprises of student representatives from various courses and they also represent the council in various committees such as Library Riddlers club, Sports, NSS, DLLE and WDC. In addition, the General Secretary and the Assistant General Secretary represent the students at various committees and forum like CDC,,IQAC The students are sent to various intercollegiate and university level competitions and activities. In addition, several competitions are organised at the College level by the student council.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Institution has registered Alumni Association. It has been registered as SIA ALUMNI ASSOCIATION DOMBIVLI UNDER Societies registration act 1860 (Act no.21 OF YEAR 1860) on 23rd March 2010 with registration number MAH/923/10/THANE. The S.I.A Alumni Association Dombivli is registered under Public Trust Act 1950 (Act No 29 of year 1950) with a registration number F/22355/Thane in public trust registration book on 17th September 2011.

5.4.2 – No. of enrolled Alumni:

212

5.4.3 – Alumni contribution during the year (in Rupees) :

15900

5.4.4 – Meetings/activities organized by Alumni Association :

- Total 212 students registered foe Alumni Association • Mr.Raunk Shetty from "P3 Infoways Pvt.Ltd." Invited as "Guest Speaker and Judge" for PPT Competition organised by "Buoyancy Club".
- 10 Alumni visited NSS 7 days residential camp and shared their experiences and delivered motivational lectures.
- Mr Jayesh Telure conducted a session on "Zumba Fitness". 42 students attended session.
- 15 Alumnus attended flag hoisting and interacted with parents of 1st year students organised on 15th August 2018.
- Mr Sahil Mhatre from "Be like Boss" facilitated the sports event Dazzlers by providing the sponsorship of 50 TShirts.
- Mr. Sandesh Kamathe and Ms. Stuti Durgam delivered a lecture on "BMSScope and Future". 43 BMS students attended the session.
- Ms. Sayali Chargaonkar and Sreejith Sasidharan interacted with SYIT students and guided the students regarding IT Industry Rules.
- Alumni meet was organized on 23 March 2019 by Alumni Office Bearers and alumni Committee.51 Alumni members were present for the same.
- As 3 years completed foe old office bearers, new office bearers elected in Alumni meet. Total 12 office bearers elected for the same.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution has a mechanism for delegating authority and providing operational autonomy to various functionaries to work towards decentralized governance system. 1. The Governing Body of the college delegates all the academic ,administrative and operational decisions based on policy to the various monitoring committees headed by the Principal in order to fulfil the vision and mission of the institute. 2. Faculty members are given representation in various committees/cells and are authorised to organise various programs in their respective departments and college. They are

encouraged to develop leadership skills by being in charge of various academic, co-curricular and extracurricular activities. They are given authority to conduct seminars/workshops/ conferences /FDP and other college activities. 3. Students are empowered to play an active role as event in charge of various co-curricular and extracurricular activities , social service group , etc. They are also given representation in various college committees such as IQAC,CDC,WDC,DLLE,WDC etc 4. For effective implementation and improvement of the institution following committees are formed under the supervision of IQAC comprising representative of all stakeholders of the college for coordinating important academic activities of the college: Student Council, Examination, Placement cell, Short Term course Committee, Industry Academia Interface, Feedback , Attendance and Parent Teacher Meeting, Infrastructure and Maintenance, Admission Committee, Ecoclub ( Nature Club), Marathi Wangmya Mandal, Alumni, Grievance Cell, antiragging cell, Magazine, library,NSS,WDC,DLLE . 5. The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management .Both students and faculty members are given freedom of expression and also give suggestions to improve the quality and excellence in all aspects of the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	<ul style="list-style-type: none"> <li>• The Institution has adopted SelfAppraisal Method to evaluate the performance of the faculty in teaching. At the end of the academic year every teacher is given SelfAppraisal Form.</li> <li>• Teaching enhancement workshops and training is organised for faculty members for continuous improvement</li> <li>• Faculty members are encouraged and supported to take up research and present papers at various seminars and conferences.</li> <li>• Open door policy by management and Principal</li> <li>• Conducive work environment</li> <li>• Financial support for teaching , nonteaching and support staff</li> <li>• Full time appointments as per university of Mumbai norms and management guidelines.</li> <li>• Appointment of visiting faculty on the basis of professional experience.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Efforts to bridge the gap between industry and academia by way of projects from industry, industrial visit, field visit,</li> <li>• The "SIATechLink is an IT and Development Division" under which real time projects are undertaken</li> <li>• Students are encouraged to undertake software development for in house requirement</li> <li>• The Industry Academia Interface Committee invites</li> </ul>



eminent personalities from different fields to address our faculty members and students • The Industry Academia Interface committee works towards bridging the gap between academics and industry and provide firsthand learning experience

Admission of Students

Admission process of students is streamlined as per the guidelines of the University of Mumbai. • Online admission process has been implemented .Students fill the Mumbai University digital admission forms as well as college admission forms as per guidelines and submit in college. • Merit list is displayed on college notice board. • Programme Counselling of students is also done by faculty members and the Principal at the time of admission.

Curriculum Development

The college is affiliated to University of Mumbai and hence limited scope in curriculum development and modification. However, college initiated these activities for curriculum development: Faculty members attended Syllabus Revision workshops and gave their inputs regarding modification and development of curriculum.

Teaching and Learning

• Our faculty members participated in various faculty development programmes related to teaching learning process, Learning management systems and smart classroom workshop organised by IIT Bombay. • 3 members attended the refresher course of UGCHRD and 1 member attended the orientation programme of UGCHRD conducted at University of Mumbai • Teachers were deputed to various workshops related to teaching learning process organised by other institutions • Document such as academic calendar, Teaching plans, workload, time tables, activity records attendance records were maintained properly. • Students are encouraged to go for internship. • ICT and internet based teaching was implemented. • Students were taken to Field Trips, and Industrial visits Bank Visit for practical learning. • Industry expert lectures were organised to provide practical knowledge about application of their learning in real time.

Examination and Evaluation

• Implementation of indigenous



examination software covering entire examination process • Examination and Evaluation system is in place and information regarding examination pattern and rules pertaining to students is published in the prospectus. • Examination and Evaluation system is given by University of Mumbai. It has a semester system where traditional B.COM course is of 100 marks and selffinancing courses like Banking Insurance ,BMS and B.Sc.(I T) are of 75/25 marks. • The college was allotted centre by the University of Mumbai to conduct TY BCOM, BMS BI Examination for SEM V and VI • Internal continuous evaluation was implemented in the second half of the academic year • The internal continuous evaluation comprises of test, assignments, seminar presentations, preliminary examinations, field visit etc.

Research and Development

• Research activities of both teachers and students are guided and promoted by the Research Cell of the college. • Budget provision for seminars and research paper presentation for faculty. • Indigenous software development projects such as Feedback module, Teachers Data module, Attendance module, SIAGranthalaya -Web App v2.0, SIA Athenaeum -Web App v 1.0(For Physiotherapy College) by BSC IT and MSC IT students through SIA Techlink incubation centre.

Library, ICT and Physical Infrastructure / Instrumentation

Library: • The Library has initiated the SIA Granthalaya which is a web application that allows students to book the reference material online. • The library possesses both printed and eresources to satisfy the information needs of its users. • Library has wellorganized and specific racks for reference books, text books, periodicals and book bank section to facilitate easy accessibility • IT facilities exist in the library. The seating arrangement is provided for the individual reading..E Books are available for references • Printer and reprography machine is available for effective functioning and services .Clippings of events are filed and kept for ready reference • College library has membership in INFLIBNET N - List. This facilitates the users to have

access to resources and their services. ICT: • Additional computers and printers are provided and internet facility is provided for smooth functioning of college activities (both academic and administrative). • Each class room is provided with wall mounted overhead projector and separate Laptops for each department.

Infrastructure: • College has well equipped computer lab with relevant software and electronic lab. • Additional computer laboratory for MSC IT course was set up • Close Circuit cameras are installed at strategic locations in the College to monitor activities / Infrastructural facilities / students' movement and discipline. • Water Purifiers and coolers are installed in all the floors • Fire extinguishers are placed in all floors • Well maintained Washroom facility in all the floors • Parking facility for staff and students within the college premises • Well maintained green campus

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	<ul style="list-style-type: none"> <li>• University facilitates online registration for admission to various programmes at first year level</li> <li>• Online Admission form filling through college website</li> <li>• Support for fee refund, admission cancellation, TC issuance, Bonafide certificate etc. are provided through electronic mode</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Examination module of eSanchalan provides facility to enter marks electronically, application of resolution, ordinances, and finalisation of results, marksheet generation, eligibility checking and promotion, Timetable and hall ticket generation.</li> <li>• Linking of fee payment to hallticket generation for ATKT examinations</li> <li>• Examination related reports such as result analysis, progression report are generated through eSanchalan</li> </ul>
Planning and Development	Implemented Attendance monitoring system
Administration	<ul style="list-style-type: none"> <li>• Faculty related details such as workload, academic profile, seminars and presentations, publications etc. are uploaded on the eSanchalan software</li> <li>• University of Mumbai facilitates</li> </ul>

	<p>electronic uploading of information related to college, students and faculty, lower examination results etc.</p> <ul style="list-style-type: none"> <li>• General register is generated through the Sanchalan. Information related to AISHE/MISH/Rollcall/MAHADBT are uploaded electronically</li> </ul>
Finance and Accounts	Fee collection record, outstanding fees details, miscellaneous fee collection etc. are done
Planning and Development	<p>? Online LMS system used for classes, assignment, Institute has its own LAN connection and website. Implemented the following: Attendance Management Software ? Feedback Software ? Integrated library management software: SIA Granthalaya Fees receipt generation etc</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Two Day Workshop on Enhancing Teaching skills and methods for the faculty members	NIL	09/07/2018	14/07/2018	23	0
2018	7 Days LMS Training	NIL	07/12/2018	14/12/2018	24	0
2019	One day workshop on SMART CLASS OF IIT Bombay	NIL	20/04/2019	20/04/2019	20	0

2018	NIL	One day workshop on communication skill	09/07/2018	09/07/2018	0	5
2019	NIL	Workshop on Documentation of office records	23/02/2019	23/02/2019	0	6

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RUSA : Orientation Programme	1	05/10/2018	02/11/2018	25
Refresher course	2	05/03/2019	26/03/2019	21
FDP	13	01/08/2018	31/05/2019	16week

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	28	10	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Loan facility to meet medical expenses of self and relatives</li> <li>• Maternity leave facility .</li> </ul>	<ul style="list-style-type: none"> <li>• Uniforms provided to class IV employees.</li> <li>• Practice of giving salary in advance to nonteaching staff members during festivals</li> </ul>	<p>As per the University guidelines, the College has introduced a Group Insurance Scheme in which @ Rs. 20/ per student per year is paid as instalment. Thus all the students are covered under the group insurance scheme which provides insurance cover of Rs. 50000/ per student per year.</p> <ul style="list-style-type: none"> <li>• Scholarship facility from Govt</li> <li>• Well equipped canteen facility on the ground floor and quality food items are provided at a subsidized rate</li> <li>• Personal counselling for students by separate counselor</li> </ul>

appointed by the college

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution maintains financial and accounting records systematically. Institution conducts external financial audit regularly after end of financial period. External auditors are appointed by S.I.A. Association. Audit report and audited statements of accounts are presented to the association. Queries and suggestions are resolved satisfactorily.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

2024000

#### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC Team
Administrative	No		Yes	IQAC Team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Regular PTA Meetings 2) Involvement of parents in college activities such as annual function, blood donation camp ,Convocation prize distribution ceremony etc. 3) Provide feedback and suggestions for development of the institution.

6.5.3 – Development programmes for support staff (at least three)

1) Training on basic computer skill was given to support staff. 2) Support Staff is participating in all Co curricular and extracurricular activities of the college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Organised Workshops relating to Teaching skills and methods ,LMS Training, Use of SMART CLASS of IIT Bombay for enhancing teaching learning skills for faculty members. 2) Training for placements relating to soft skills , career guidance programmes and Internships and placement opportunities provided by placement cell. 3) Short term and certificate courses introduced ? Campus to corporate readiness programme for development of Communication skills, personality development ? BFSI -BDE: Communication, Sales Aptitude, Customer Service ? TATA RETAIL Sales Associate ? Guidance for competitive Exams ? ASP.NET ? PHP MYSQL ? Facilitated online courses from IIT Bombay , Google NPTEL

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Conducted Internal Audit by IQAC members	24/07/2019	24/07/2019	30/07/2019	7
2019	Empower administrative staff for digitization process :One day workshop on communication skill	09/07/2018	09/07/2018	09/07/2018	5
2019	Empower administrative staff for digitization process : Workshop on Documentation of office records	23/02/2019	23/02/2019	23/02/2019	6
2018	Two days Workshop on Enhancing Teaching skills and methods for the faculty members	09/07/2018	09/07/2018	14/07/2019	23
2018	Faculty orientation on NAAC NEW GUIDELINES	28/07/2018	28/07/2018	30/07/2018	23
2018	Criteriwise orientation of Staff Member	29/08/2019	29/08/2018	29/08/2018	20
2018	MoU Signing activity with IQAC Cluster India	27/10/2018	27/10/2018	27/10/2018	34
2018	Session on Criteria 6Governance, Leadership and Management	27/10/2018	27/10/2018	27/10/2018	34

2018	New NAAC Criteria Guidance Lecture	24/11/2018	24/11/2018	25/11/2018	24
2018	LMS Training WORKSHOP	07/12/2018	07/12/2018	14/12/2018	24
2019	IPR WORKSHOP	30/01/2019	30/01/2019	30/01/2019	35
2019	Two Day National Workshop on Revised NAAC Guidelines	01/02/2019	01/02/2019	02/02/2019	51
2019	One day workshop on SMART CLASS OF IIT Bombay	20/04/2019	20/04/2019	20/04/2019	20
2019	MOU with TATA Strive Techno serve was signed with the purpose to place students in BFSI sector	21/01/2019	21/01/2019	21/01/2019	84

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Symposium on Contribution of women in various fields on account of International Women's Day	08/03/2019	08/03/2019	68	29
Awareness session on health and nutrition for women	08/03/2019	08/03/2019	127	0
Essay Contest on topic " My idea about Marriage"	08/03/2019	08/03/2019	2	6
Film Screening	28/09/2018	28/09/2018	135	6





2018	1	1	01/11/2018	15	Centre for Professional Examinations Chartered Accountancy (ICAI)	Proximity to students residence	4333
2018	1	1	27/05/2019	15	Centre for Professional Examinations Chartered Accountancy (ICAI)	Proximity to students residence	3538
2018	1	1	01/06/2018	10	Centre for Professional Examinations Company Secretary (ICSI)	Proximity to students residence	3789
2018	1	1	20/12/2018	10	Centre for Professional Examinations Company Secretary (ICSI)	Proximity to students residence	4292
2018	1	1	07/12/2018	2	Hosted sports competition State level Tug of War Championships of Girl's Junior and Sub Junior category	Utility of college playground and proximity to surrounding colleges	218
2018	1	1	10/10/2018	1	Organised rallies for spreading awareness on Importance of Mental Health	Creating Awareness about mental health in the area	40

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct handbook exists for students, teachers, administration support staff, Heads of Departments, Principal	01/06/2018	Reviewed and revised annually

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrating Ashadi Ekadashi (Brotherhood and Equality)	22/07/2018	22/07/2018	68
Independence Day(Patriotism)	15/08/2018	15/08/2018	50
Kargil Vijay Diwas(Heroism and duty towards nation)	26/07/2018	26/07/2018	30
Dr. A.P.J. Abdul Kalam Death Anniversary(Respect to eminent personality)	27/07/2018	27/07/2018	25
Gandhi Jayanti(Peace, harmony universal brotherhood)	02/10/2018	02/10/2018	40
Navratri (Connect to Community)(Reminiscing culture)	10/10/2018	18/10/2018	250
Pongal(Respect to Nature)	12/01/2019	12/02/2019	65
Republic Day(Sovereignty, Responsibility)	26/01/2019	26/01/2019	60
Shivjayanti (Recognising valour courage towards nation)	20/02/2019	20/02/2019	184
Marathi Bhasha Divas(Social Harmony)	27/02/2019	27/02/2019	92
Women's day(Recognising contribution of women in various fields)	08/03/2019	08/03/2019	163

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Recycle Drive Making pouches and shopping bags from old cloths 2. Waste to wealth Making paper bags from old newspaper 3. RWH and ground water recharge 4.

Development of Nursery 5. Composting Garden Waste 6. Workshop on Eco friendly Ganapati Idol making

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Empowering students for making right career choices 2) Community Cent redness

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://thesiacollege.com/BEST%20PRACTICES%202018-19.pdf>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words


S.I.A. Techlink: Incubation centre (Bridging the Gap between Academics and Industry) The research wing of the college works towards signing MOUs with different companies providing live projects for students. This gives an opportunity for students to get handson experience at handling different responsibilities and assisting in different activities. The techlink also conducts crash courses targeting specific technical skills for the students. These features make the techlink an important department especially for the IT department as it provides an avenue to put theory into practice. Highlights of the techlink are: ? Organized training session on MSWord ? Organised twoday workshop on android app development ? Organised inhouse 30hour certificate course on JAVA, .NET, and PHP ? Organised technoquiz 2019: intercollegiate quiz competition ? Organised session on Enterprise Networking Soft wares successfully developed and implemented by the students: 1. SIAGranthalaya(Integrated Library Management System) 2. SIAAthenaeum(Integrated Library Management System) 3. Attendance Monitoring Software 4. College Website for The SIA College of Higher Education 5. College website for SIA Physiotherapy College

Provide the weblink of the institution

<http://thesiacollege.com/Institutional%20distinctiveness%201819.pdf>


## 8.Future Plans of Actions for Next Academic Year

1. Develop IT infrastructure and other facilities as per growing needs of the college. 2. Identify various schemes for student support and progression. 3. Encourage development of indigenous technology for smooth functioning of institution 4. Conduct internal audit of the college 5. Organise 10th year celebration activities throughout the year 6. Organise workshops and sessions in association with IQAC Cluster India on topics related to NAAC Criterion. 7. Organise workshops related to Data Handling, and other related topics



Prof. Ranjana Mhalgi

IQAC Co-ordinator



PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Dr Padmaja Arvind  
Principal & Chairperson  
IQAC